

ECATS Implementation Tips



ECATS

ECATS Launch

- The Special Education and Service Documentation Modules launched statewide on July 17
- Between launch and September 10, 450k unique visitors have logged into the system
- During this time, approximately 130k documents have been created

What is the Status of CECAS?

- Users of CECAS should **only use the CECAS system to finalize records** for the 2018-19 Indicators 11 and 12 and the Exit Count
- Data entered into CECAS **ALSO** needs to be entered into ECATS – no additional data will be migrated
- CECAS will cease operation on Nov. 30, 2019
- PDFs from CECAS should be in the ECATS system by Sept. 23

Ensuring Accurate Data

Indicator 11 and 12:

- Referrals received between 7/1/2018 and 6/30/2019 need to be closed out and documented in CECAS
- End-of-year reporting (Indicator 11 and Exit Count) will be conducted using CECAS
- EASYIEP users will need to work with PCG to make sure their Indicator 11 file has all of the data for the 18-19 school year

Ensuring Accurate Data

- If you completed a referral that was received in the spring after the June 14, 2019 cut off date, the information would not be migrated into ECATS

ECATS Access Issues

- ECATS system uses valid Staff UID numbers, other demographic data, and job code in order to provide access to the system
- Per data governance, the DPI is not allowed to assign codes and cannot tell you which Object Purpose Codes to use. This is a local decision as to how to implement the standard codes used in the expenditure of state funds

ECATS Access Issues (cont.)

Additional ECATS User Access Information

<https://ec.ncpublicschools.gov/ecats/resources/20190906ECATSUserAccessUpdate992019.pdf>

How to Acquire Staff UIDs for Non-Payroll Staff

https://ec.ncpublicschools.gov/ecats/resources/copy_of_20190909NonPayrollStaffUID.pdf

If you continue to have access issues, please have your ECATS Designee submit a ZenDesk ticket. Remember, **it can take three to four business days** for changes to Staff UID to appear in ECATS.

ECATS Rules of Completion (ROC)

- Time-limited backdating
 - User Types
 - LEA Admin 2
 - LEA Admin 4
 - LEA Data Manager
 - EC Teacher 2
 - Service Provider 2
- Messaging system

Current Work Efforts

- Accommodations
- Re-evaluation for programming forcing into eligibility
- Increasing characters for text boxes
- Missing questions related to HI eligibility
- Pre-school settings
- Adding assessment details

Drop Down Additions

- Currently reviewing and making edits to drop downs based on review of user experience

Additional ECATS Training

The vendor is currently working with DPI on additional training that will be delivered by webinar. Topics will include (but are not limited to):

- ECATS Federal Reporting Topics
- DPI Policy Topics/Updates
- ECATS Administrative Functionality
- ECATS Data Migration and Cleanup
- ECATS Advanced Reporting
- And More!

Prioritized Walkthroughs

The vendor and DPI are currently working on start to finish walkthrough of:

- Annual Review
- Re-evaluation
- Initial Evaluation

Additional ECATS Training (cont.)

Online Resources:

ECATS Special Education Manual

<https://ec.ncpublicschools.gov/ecats/special-education/ecats-manual.pdf>

ECATS Special Education System Overview Videos

<https://ec.ncpublicschools.gov/ecats/special-education/ecats-video-system-overview.pdf>

ECATS Special Education Training Topics

<https://ec.ncpublicschools.gov/ecats/special-education/ecats-video-special-education-topics.pdf>

Additional ECATS Training (cont.)

ECATS Service Documentation Manual

<https://ec.ncpublicschools.gov/ecats/service-documentation/2019manual.pdf>

ECATS Service Documentation System Overview Videos

<https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-overview.pdf>

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Where Do I Go for Help?

The vendor is the provider of technical support for ECATS through a ticketing system located within the application. Unfortunately, no phone support is available for ECATS.

Before you enter a ticket, please visit our FAQ at <https://ec.ncpublicschools.gov/ecats/frequently-asked-questions> to see if your question (and an answer) are listed.

Also, please check the Monday Message archive to see if it has already been addressed
https://ec.ncpublicschools.gov/ecats/monday_messages.

Where Do I Go for Help? (cont.)

There are up to five ECATS ZenDesk Designees in each PSU. It is a local decision as to who serves in this role. Designees see the following:



If you do not see this, you are not a designee. Your PSU's LEA Admin 4 would need to give this access if one of your five slots are available

Where Do I Go for Help? (cont.)

When a Designee clicks “Send a Message,” this will initiate a ZenDesk ticket

Your question is then assigned a number and is given to a vendor support specialist and they answer the question for you

ZenDesk allows for all support to occur in one place and helps us to track the types of issues users are having

Submitting Tickets

- When submitting tickets, consider whether the question is a system failure (e.g., a problem with the system that does not allow a user to appropriately document process) or a request for a preferred system change
- System failures are prioritized first.
- There are multiple ways in which the process can be documented that result in compliance

Preparing for Meetings

- *The EC Division does not have the expectation that IEP Team meetings are conducted “live” – meaning held with the ECATS user interface on display for the IEP Team*
- *The EC Division does support the use of “Proposed” documents in order to facilitate a student-centered IEP Team meeting that is not disrupted by technical issues or delays experienced by data entry*
- PSUs may consider utilizing an IEP Team member to document minimal changes (not displayed) in the ECATS interface during the IEP Team meeting; however, this is not required

Preschool IEP Teams

- IDEA and NC policy states the IEP team must have two separate individuals acting as the regular education and special education teacher
 - Even though BK teachers may deliver general and special education; they cannot serve in both roles for the purposes of an IEP Team meeting
- During the IEP process, required team members may be formally excused with parent permission
 - Teachers in private centers that are not enrolled in the rapid identity system and have a UID can be assigned “Teacher from a Different School” on the Add Parent/Guardian tab (a general education teacher must still be identified and excused in this situation)

ECATS and signatures on the IEP for PK

- Two primary user types may be used for LEA representatives:
 - EC Administrator user type- has access to all schools, can edit EC data, run reports, manage data, and often fills the role of trainer, user account management (e.g. assigning user types), assign caseloads, and liaison regarding EC policy questions. This type can create intervention plans and manage a caseload (e.g, in case where the itinerant teacher is serving children inside or outside the PSU)
 - School Administrator 1 user type- Can be LEA representative and general education representative.